

EXAMPLE

DEPARTMENT OF THE ARMY
(Unit)

EXAMPLE

Office Symbol

Date

MEMORANDUM FOR Medical Simulation Training Center (MSTC)

SUBJECT: MSTC Facility/Training Request

1. Request for usage of the Mountain Post MSTC Facility for the following training:

Dates of training: _____

Number of Soldiers to train: _____

Type of training (select one): MEDIC Table VIII validation only (30 max)
CLS (MSTC led) 4 day (36 max)
CLS (Unit led validation training) 1 day (40 max)

Supplemental materials requested: x2 Rescue randy mannequins
(if moulage is requested, unit must
coordinate prior to day of scheduled
training)

2. I understand that the unit is responsible for providing a by name list of Soldiers and instructors, if applicable, for training one week prior to start of course.

3. I understand that a full recovery of all MSTC facility and equipment used will be conducted at the completion of training.

4. The Point of contact for this memorandum is the First Sergeant or Commander @ phone and email.

JOHN A. DOE
CPT, IN
Company Commander

Ft Carson MSTC: APPROVED

DISAPPROVED

DAVID LEE
Project Supervisor
Mountain Post MSTC